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Reports- ADP Mgmt.

P78-04723A000200040004-7
Medica)

10 November 1966

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Inauguration of Semi-Annual ADP Management Report to
the Bureau of the Budget

REFERENCE : Your memorandum, dated 28 October 1966, subject as
above.

1. As requested, the following initial report (covering period March 1965-October 1966) on ADP management is submitted for the Office of Medical Services.

a. Accomplishments in the use of computers:

(1) The Assessment and Evaluation Staff of this office has for several years used a [REDACTED] in its research activities. A more detailed statement on this system is contained in Attachment 1.

(2) AES also is utilizing a Profile Translator System (PROTRAN) in the development of a computerized system that would provide automatic interpretation of its psychometric test materials. A more detailed statement on this system is contained in Attachment 2.

(3) Our Psychiatric Staff has for several months been using the Automatic Language Processor capability of the Office of Computer Services to transcribe to hard copy about 40 reports a week of psychiatric interviews. Your report of 1 September 1966 to the Director of Computer Services is a concise and appropriate summary of this experiment.

(4) As part of its continuing effort to validate its professional techniques and procedures, the Psychiatric Staff has also for the entire period of this report been engaged in a pilot exploratory study to isolate and identify the underlying relevant factors involved in the psychiatric selection process. This study has enjoyed the support of OCS in analytic factoring procedures using data collected from our psychiatric selection experience over the period November 1958 to March 1960. (Some 750 variables drawn from about 2,000 selection cases are involved in this.) This is the first phase -- that should last another year -- of a planned two-phase program. The second phase would

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involve collecting certain data on the adjustment and performance of Agency personnel and correlating this data with the selection factors isolated and identified in the first phase. It is possible that through this effort an improved means of predicting certain areas of personnel effectiveness will evolve.

(5) In another area of test development, the Psychiatric Staff with the support of OCS has initiated a study of the possibility of developing a means of measuring motivation of new employees. This is based on the [REDACTED] given to EODs. To date some 1,175 test results have been coded.

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b. Accomplishments in the management of ADP:

In December 1965 the full-time services as a Staff Employee (SPS) of one of our most experienced physician consultants was obtained. This physician was intended to be the coordinator within the OMS of what we designated as "Studies" -- to include ADP activities. The auspicious start this physician had made in this area was terminated by his sudden death in June 1966. Efforts are continuing to obtain another experienced physician for this Studies area as indicated below.

c. ADP plans for the future:

(1) In our Combined Program Call of March 1966 we described our plans in the area of Studies. This would involve, for example, a multi-discipline approach to the study and provision of greater assistance to management in the use and development of the Agency's human resources. Such studies, we are convinced, would rely heavily on ADP support. We are actively seeking a physician with the proper training and experience to direct and/or coordinate these studies.

(2) We have also indicated in our CPC and other plans our ambitions for "computerizing" our sizeable medical records system. As you know, we have had some discussions with your staff in this area and plan further discussions leading to more definitive action.

d. Possible ADP improvements requiring action by other agencies:

Negative

e. Office organization and assignment of responsibilities for ADP:

(1) At the present time there are or have been ADP activities in most of our OMS components. The greatest of these at present

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is that of our AES where there is an Automatic Data Processing Unit consisting of 4 employees (2 professionals, 2 flexowriter operators) and a consultant capability. This ADPU processes AES test results including the storing of test results on magnetic tape, supports the AES research effort through performance of statistical analysis and provides consultative services in the area of ADP as requested.

(2) An additional position, ADP Systems Analyst, GS-13, has tentatively been allocated to the OMS for FY 1967 but because of general Agency ceiling limitations this position has not actually been established. It has been recommended for establishment in our Support Division.

(3) The SPS Medical Officer mentioned in paragraph b above had at the time been given essential responsibility for the development of ADP within the OMS. Desirably the successor to this officer when available will have the senior responsibility for the coordination of ADP activities within the OMS. He would, of course, in implementation have the advice and assistance of the planned ADP Systems Analyst.



Acting Director of Medical Services

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Attachments:

25X1A 1. [REDACTED]
2. PROTRAN

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